

**MINUTES**  
**COLEMAN PROFESSIONAL SERVICES**  
**BOARD OF TRUSTEES**  
**July 20, 2015**

*The Board of Trustees of Coleman Professional Services met in regular session in the Kent Building, 5982 Rhodes Road, in the City of Kent, at 7:00 p.m. on the twentieth day of July, 2015 the hour and date duly established for said meeting.*

**I. Call to Order and Welcome**

Trustees present: Toby Ann Weber, Kathy Baker, Russell Burgett, Laura Cessna, Roger Cram, Elizabeth Curtis, Asha Goodner, Darryl Hunt, Frances Lantz, Heather Madden, Sarah Malcolm, Lisa Muldowney, Michael Selzer, Lon Snyder, Brian Steere, Sherrie Brown-MHRB rep

Trustees absent: Cid Cruise, Justin Gates, Rebecca Moore, Adam Rubin, Linda Walker

Also in attendance: Nelson W. Burns, President and Chief Executive Officer  
Daisy Morris, VP and Chief Financial Officer  
Sandy Myers, VP and Chief Clinical Officer  
Tom Hatch, Chief Officer of Resource Development  
Jody Harkcom, Recorder

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**Call to Order:** Toby Ann Weber, President, calls the regular Board of Trustees meeting to order at 7:06 p.m.

**Welcome:** The board of trustees and staff welcomed five new board members beginning their 4-year term on the Coleman Professional Services board: Russell Burgett, Fran Lantz, Heather Madden, Michael Selzer, Lon Snyder.

Toby Ann Weber suggested that each person attending this meeting state a word that describes Coleman. Kathy Baker wrote the individual words on the flipchart (see addendum attached).

**Mission Moment:** Portage Residential Services invites Stephanie Dorsey, a client and resident in supportive living (Portage County) to present her story. She explains how, with the help of Coleman services and its counselors, she was able to move past drugs, depression and low self-esteem and focus on becoming a confident, independent person.

**II. Review of Agenda**

Toby Ann Weber reviews the agenda for tonight's meeting.

**III. Disposition and Approval of Minutes**

The meeting minutes for June 15, 2015 are reviewed and approved.

**FY16-01**

**BE IT RESOLVED,** the Coleman Professional Services Board of Trustees approves the minutes dated June 15, 2015.

**Action:** Roger Cram made a motion that the board approve the minutes dated June 15, 2015. Elizabeth Curtis seconded the motion; Lisa Muldowney abstained. The motion passed.

**IV. Standing Committee Reports:**

**a) Finance and Operations Committee: Brian Steere reported**

- Financial Highlights for month ending June, 2015 is given by Brian Steere.
- Additional work coming through the CBP will increase the contract about \$500,000.

**b) Human Resources: Toby Ann Weber reported:**

- No action items to bring forward today
- Discussed change in administrative rules at the federal level

**c) Public Policy and Marketing Committee: Kathy Walker reported:**

- An update on PPM policy and procedure will be sent to Jody
- Discussed the ribbon cuttings for Phoenix, Union Square and the Children's Center.
- Hill Day advocacy and lobbying is scheduled for October 4-6, 2015 in Washington DC. Jody will send a website link to board members. Board members are encouraged to attend. If you are planning to attend, let Jody know.

- Every school in Portage County will be participating in Youth Board activities. Many thanks to Roger Cram for his persistence in meeting with local superintendents to make this happen.
  - Coleman Coffees and Ambassador Breakfast schedules are in the notebook. Please keep inviting your friends, family and colleagues.
- d) **Continuous Improvement and Client Rights – Laura Cessna reported:**
- Product improvement (CQI process) measurements report is reviewed.
  - Suboxone treatment program is effective. Protocol developed by Lima staff and is now effective in Portage County.

## V. Community Committee Reports

### Mental Health and Recovery Board –

The MHRB minutes are included in the board notebook for review.

### Coleman Foundation Report - Tom Hatch

- The Foundation board met and elected several new members. The Foundation board is continuing to expand and would appreciate referrals. Let Tom Hatch know if you know of anyone who might be interested in serving on the Foundation board of trustees.
- The Coleman Coffee program is expanding. Coleman Coffee events are now held in Portage, Stark and Allen Counties.
- There are fundraising efforts focused around the Coleman residential programs. Coleman recently launched Phoenix Phase I in Ravenna and Union Square in Lima. Both initiatives are a positive for tenants and the community.
- We are trying to raise money for security deposits for both Phoenix and Union Square tenants. If you are interested, forms are available from Resource Development.
- Right at Home is being held at the home of Beverly Warren on September 19, 2015. Sponsorship information is available.
- Dessert Extravaganza is being held on October 25, 2015 at Adult Day Services. This event is sponsored by Kids 4 Coleman.

## VI. Old Business

- a. Annual Bylaws and Policy Review (attachment)
- There were amendments to the Bylaws that were approved at the June board meeting (FY15-17). The board reviewed and accepted the amended bylaws.

### FY16-02

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees has reviewed and accepted the amended Bylaws as submitted.

**Action:** Asha Goodner made a motion that the board accept the amended Bylaws as submitted. Lisa Muldowney seconded the motion. The motion passed.

- Board Policy changes that were discussed and approved by resolution FY15-17 at the June 15, 2015 meeting are being completed as amended. The Policies will be brought to the board for a final review at the September meeting.

- b. 457 Plans – Human Resources (Tabled until the next meeting)

## VII. New Business

### a) **Authorization for FY16 Annual Service Contracts**

The mental health and recovery boards award annual service contracts to Coleman. The Jefferson County contract will be signed in October 2015 for its remaining award. The Finance Committee brought the motion to the full board for approval.

### FY16-03

**BE IT RESOLVED**, that Coleman Professional Services Board of Trustees authorizes the CEO to sign the FY16 annual service contracts for the Trumbull, Portage, Stark and AAH Mental Health and Recovery Boards.

**Action:** The Finance Committee made a motion that the board authorize the CEO to sign the FY16 annual service contracts in all counties served by Coleman. All in favor; the motion passes unanimously.

**b) Review of Kent Building Lease FY16 w/ Coleman Foundation**

The lease for the Kent building (5982 Rhodes Road) was increased due to the building addition of the Children's Center of Excellence. The lease holder is the Coleman Foundation. The Finance Committee brought the motion to the full board for approval.

**FY16-04**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorize and approve the increase annually to \$438,072 due to the building addition and authorize the CFO to sign the lease between Coleman Professional Services and Coleman Foundation for the period of July 1, 2015 through June 30, 2016.

**Action:** The Finance Committee made a motion that the board approve the Kent building lease increase due to the building addition and authorize the CFO to sign the lease between Coleman Professional Services and Coleman Foundation for the period of July 1, 2015 through June 30, 2016. All in favor; the motion passes unanimously.

**c) Annual Evaluation of CEO Goals FY15**

A summary of Nelson's goals and accomplishments are in the notebook. The committee will have a conference call to discuss his goals.

**d) Strategic Planning**

This year, the strategic planning will be a 2 to 3 year outcome rather than a one year plan. Engaging other stakeholders in this process would be valuable. Subjects to be considered:

- Housing and homelessness
  - Re-entry program (KSU has an established re-entry program)
  - Shelters
  - Salvation Army
  - Coleman clients (counseling clients)
  - Food banks, community organizations
  - Kent social services
- SWOT Analysis
- Premier employer, maintain competitive edge, workplace of choice
- Continuous improvement
- Consumer feedback (involve consumers in the process)
- Pose specific questions to clients rather than satisfaction survey questions
- Strategic partnerships
- Advances in healthcare
- What if... questions.

**e) Jefferson County ODSA supportive housing grant resolution**

Coleman has been given an opportunity to submit a grant in Jefferson County through ODSA. This grant requires a resolution from the governing board of Coleman Professional Services.

**FY16-05**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees hereby approves the submission of an application to the Ohio Development Services Agency's PY2015 Permanent Supportive Housing Program to provide 1-year funding for Coleman Professional Services (Jefferson County) in the amount of \$270,300 in accordance with the application guidelines;

**FURTHER RESOLVED**, the Board hereby authorizes the CEO to prepare, sign, and submit all documents required for inclusion in the proposal, and, should funds be awarded, to execute all subsequent agreements necessary to receive funding.

**Action:** Asha Goodner made a motion that the CPS board of trustees approve the submission of the ODSA Supportive housing grant and further authorize the CEO to sign all documents required to receive funding of this grant. Sarah Malcolm seconded the motion. The motion passed.

**VIII. Appreciative Inquiry Questions (see list in notebooks)**

Appreciative Inquiry Questions were not discussed at this meeting

**IX. CEO and Board President's Report**

- a. Thanking Pat Pakan and Susan Rodgers for their many hours of dedication. They are resigning from the board at the end of their four year term.
- b. Reminder: No August Board meeting
- c. Board photo will be taken at the September board meeting.
- d. Coleman has been selected to receive the prestigious MCMF impact award which will be presented at an award ceremony in November, 2015. The date of this ceremony will be announced. You will be receiving an invitation.

**ADJOURNED:** General session adjourned at 8:31 p.m.

  
\_\_\_\_\_  
Roger Cram, Board Secretary

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September 21, 2015  
Date

ADDENDUM to Call to Order  
July 20, 2015:

In an exercise initiated by Toby Ann Weber, the following words were captured on a flipchart. Each person attending the meeting stated a word that they felt best described Coleman:

Complex  
Empowering  
Diverse  
Hope  
Amazing  
Enjoyable  
Rewarding  
Helpful  
Compassionate  
Effective  
Caring  
Transformational  
Determined  
Remarkable  
Supportive  
Innovative  
Community wellness  
Creative  
Hi-performing